

HOW TO USE THE CARE ADVANTAGE ON-BOARDING REPORT

The on-boarding report

This report is designed to help a supervisor or manager better understand the personality characteristics and learning style of a new employee. By understanding these characteristics and how they can affect basic work behaviours, the supervisor or manager can better understand how to maximise the new employee's performance and get them off to a great start within the company.

1 Report Introduction

The report introduction provides instructions to the user of how best to use the report in the onboarding process for the new employee.

2 Work Competency Area

The onboarding report is broken down into several work competency areas that transcend all job roles.

3 Narrative Description

The narrative description describes your new employee's approach to the work competency area – their work styles and preferences.

4 Useful Tips

The report provides hiring managers and supervisors with useful tips to help them get the very best out of the new employee during the onboarding process and so they can reach maximum potential in the role in less time.

Care Advantage

On-Boarding Report for Ali Angel

Introduction

1

As many managers and human resource professionals know, the orientation process of a new employee can be critical to setting the stage for their motivation and productivity for months and even years after the employee is hired. After satisfying the first 2 priorities of effective hiring (conducting a solid job analysis to determine what type of person you need for a particular job and then screening potential applicants to make sure there is solid job fit), the next most important thing is to "on-board" the new employee in the most effective way possible.

This report is designed to help a supervisor or manager better understand the personality characteristics and learning style of a new employee. By understanding these characteristics and how they can affect basic work behaviours, the supervisor or manager can better understand how to maximise the new employee's performance and get them off to a great start within the company.

This report is broken down into basic work behaviours that affect most jobs. Tips will be given for some areas that can be used to improve performance, training and coaching of the new employee over time. It is critical to note that there are 3 major components that affect actual performance on the job. Personality/Learning Style, Attitudes/Motivations and Skills/Experience. This report is only focused on the first component of Personality/Learning Style and does not take into consideration the background, experience, attitudes or other aspects of the individual that could affect their behaviour or potential for success.

The supervisor or manager can use the information in this report in conjunction with other information such as skills, experience and attitudes to more effectively bring Ali on board.

2

Learning New Things

3

- It may take Ali longer than the average person to learn new tasks particularly if they are the types of tasks and problem solving that hasn't been dealt with in their past or previous experiences

- Make sure that Ali has plenty of time to absorb training before being expected to start handling tasks

- Once trained, Ali may be comfortable with handling routine issues on the job without getting bored too quickly

4

Tip: Hands on experience is generally going to be the best method for Ali to acquire new information and skills

Tip: When faced with more complex problems, allow Ali additional time and resources to think through the information

